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PURCHASING USER MANUAL

CREATING REQUISITION OR PURCHASE ORDER DEPARTMENTS

REQUISITION DEPARTMENTS

A department is a group of users organized however an agency wishes – e.g., by the agency’s organizational structure, by function, by location, etc. A requisition assigned to a department can then be easily found by the users. The users can be made up of requesters, requisition approvers, or purchasers. If you also choose to restrict approvals by department (on the **Agency** screen), then approvers can approve only those requisitions assigned to their department(s). Requisition departments are not required unless you want requisition numbers automatically assigned. If no requisition department is created, requisition numbers must be entered manually.

In addition you can choose to restrict requisition approvals by department, meaning that approvers can approve only those requisitions that are assigned to their department.

PURCHASE ORDER DEPARTMENTS

Similar to requisition departments, purchase order departments can be organized however an agency wishes. Purchase orders can then be assigned to departments so they are organized or categorized them for your purchasers. Purchase Order departments are not required unless you want purchase order numbers automatically assigned. If no purchase order department is created, purchase order numbers must be entered manually.

Requisitions are already approved by the time a purchase order is created. Thus, purchase order approval is an optional process that agencies can use as one final approval step. Purchase orders do not use workflows for the approval process. Rather, users are simply assigned as ‘PO Approver’. If your agency decides to require purchase order approvals, you must enable **PO Approver Required** on the **Agency** screen and assign a user(s) as **PO Approver** on the **User Maint** screen.

TO CREATE A REQUISITION OR PURCHASE ORDER DEPARTMENT

Departments can be created according to the agency’s organizational structure, function, location, etc. A requisition or purchase order assigned to a department can then be easily found. If you also choose to restrict approvals by department, then approvers can approve only those requisitions assigned to their department(s). You must create a department if

you want to automatically assign requisition or purchase order numbers. Otherwise, departments are not required.

1. Click the **Agency** tab and then click the **Department** tab.
2. Select either **Req Departments** or **PO Departments**.
3. Type a three character department code in the **Code** field.
4. Type a name for the department in the **Department** field.
5. Check the **Auto** check box to enable automatic numbering for requisitions and/or purchase orders. Leave unchecked and requisition or purchase order numbers will have to be entered manually.
6. Enter the automatic numbering format according to the **Format notes**. See the [Automatic Numbering Format](#) section below.
7. Click **Add**.

Figure 1 - Add a Department

TO ADD USERS TO A DEPARTMENT

Users not added to any departments have access to all departments. To add users to specific departments:

1. Select either **Req Departments** or **PO Departments**.
2. Click **Select** next to a **Department**.
3. Choose a user's name from the drop down menu.
4. Click **Add**. NOTE: You can also add users to departments on the **User Maint** screen.

Figure 2 - Add users to a department

AUTOMATIC NUMBERING FORMAT FOR REQUISITIONS OR PURCHASE ORDERS

When automatic numbering is enabled, requisition or purchase order numbers are automatically generated when the requisition is marked as “Itemize Complete” or when the purchase order is marked as “Ordered”. If no requisition or purchase order department is created, requisition or purchase order numbers must be entered manually.

You must specify the format of the automatically generated numbers. The **Format notes** legend on the **Departments** tab defines the variables to use for the automatic numbering.

Figure 3 – Format notes

Workflow **Department**

☒ Req Departments ☐ PO Departments

Code	Department	Auto Req#	Format
Select Edit Del 001	General	✓	ff-999
Select Edit Del IT	IT	✓	DPff-999
Select Edit Del OER	Office of Energy Resource	✓	Eff-999
Select Edit Del RAD	Research and Development		

Add ☐

Department RAD Users

Department Users

Del SASCHA MARSTON

Format notes:
Lowercase yyyy, yy, y = Calendar Year
Lowercase ffff, ff, f = Fiscal Year
Uppercase letters and special characters remain as is.
Digit 9 = sequence number (must be at end of Format)
Examples:
ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
ffff9999 = four-digit Fiscal Year + four-digit sequence number
999ABC = Invalid Format
Sequence Number rollover:
Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

Format notes:

- Lowercase yyyy, yy, y = Calendar Year
- Lowercase ffff, ff, f = Fiscal Year
- Uppercase letters and special characters remain as is.
- Digit 9 = sequence number (must be at end of Format)

Examples:

- ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
- ffff9999 = four-digit Fiscal Year + four-digit sequence number
- 999ABC = Invalid Format

Sequence Number rollover:

- Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

The following examples demonstrate the results of the formatting:

Req or PO format	Automatically generated number
DSAYyy999	DSA08001
yy-999	08-001
ffff9999	20080001
WRKY9999	WRK80001

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.

Figure 1 - Requisition department example

The screenshot shows the 'Department' tab selected. Under 'Req Departments', a table lists various departments with their codes and auto requisition formats. Below the table is an 'Add' button and a dropdown menu for 'Department DVR Users'.

Code	Department	Auto Req#	Format
ADM	ADMINISTRATION		
CNP	CHILD NUTRITION		
CON	CONTENT AREAS		
CRT	CERTIFICATION		
CSH	COORDINATED SCHOOL HEALTH		
DVR	DRIVERS EDUCATION		
FIN	SCHOOL FINANCE		
IAC	INNOVATION AND CHOICE		
IND	INDIAN EDUCATION		
SPD	SPECIAL EDUCATION		
T-1	NCLB PROGRAMS/TITLE I		
TEC	TECHNOLOGY SERVICES		
TRN	PUPIL TRANSPORTATION		

Department DVR Users

Department Users

BRANDON PHILLIPS

CARIE ERNST

CARIE ERNST

Figure 2 - Purchase Order department example

The screenshot shows the 'Department' tab selected. Under 'PO Departments', a table lists departments with their codes, auto PO numbers, and formats. Below the table is an 'Add' button and a dropdown menu for 'Department MMA Users'.

Code	Department	Auto PO#	Format
BHS	BUREAU OF HOMELAND SECURI	BHff9999	
DIS	DISASTER	DSFF9999	
MMA	MILITARY MINGMT ADMIN	MMff9999	
PSC	PUBLIC SAFETY COMMUNICATI	PSff9999	

Department MMA Users

Department Users

JULIE CROOKS

LORRIE POND

MARK AGENBROAD

STEVEN VINSONHALER

TU ANH BOCKENSTETTE

MARK AGENBROAD

Figure 3 - Requisition department example

The screenshot shows the 'Department' tab selected. Under 'Req Departments', a table lists departments with their codes and auto requisition formats. Below the table is an 'Add' button and a dropdown menu for 'Department IT Users'.

Code	Department	Auto Req#	Format
001	General	ff-999	
IT	IT	DPff-999	
OER	Office of Energy Resource	Eff-999	
RAD	Research and Development		

Department IT Users

Department Users

CHRISTINE FIELD

DEBBIE ALLEN

HEATHER MCGILL

JANET GARRETT

JOHN HAMMOND

KARLA HANSON

RANAE SANDERS

SASCHA MARSTON

DEBBIE ALLEN